

S-E-C-R-E-T

OFFICE OF FINANCE INSTRUCTION SHEET  
No. 46

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REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	ISSUANCE NOS.	PAGE NOS.	DATE	
OFN 6-68	All	6/21/68	OFI No. 137	1-3	11/19/70	<p>This instruction represents an updating of the policies and procedures now reflected in OFN 6-68; that notice is rescinded as of this date.</p> <p>The principal changes include: (a) the previously announced designation of the Deputy Director of Finance for Liaison and Planning as Chairman of the SF Career Board; and (b) a rewrite of the paragraph concerning the Junior Professional Panel. It is now contemplated that this Panel will review the development and progression of SF personnel of grades GS-07 through GS-09, rather than grades GS-06 through GS-08 as heretofore and that the Panel will convene at least annually rather than semi-annually.</p>

Approved:

  
 Acting Director of Finance

 Nov. 19, 1970  
 Date

Distribution: Regular

19 November 1970

OFFICE OF FINANCE INSTRUCTION NO. 137

SUBJECT : SF Career Service Board, SF Evaluation Panel,  
and Junior Professional Panel

RESCISSION: Office of Finance Notice 6-68 dated 21 June 1968,  
same subject

1. The SF Career Service Board is responsible for monitoring the application and functioning of the Agency personnel program as it applies to members of the SF Career Service in accordance with [REDACTED]. The Board will consist of a chairman, four members, and a secretary. The Deputy Director of Finance for Liaison and Planning will serve as Chairman. Two members will be selected from among the senior officers serving in key assignments in the Office of Finance, and the remaining two members will be selected from among the SF Careerists serving in key assignments in other components of the Agency. The Executive Officer, Office of Finance, will serve as Secretary to the Board. The four members of the Board will be rotated periodically. The Board will meet at the call of the Chairman to develop plans for the management of the SF Career Service, to consider recommendations for promotion, to review competitive evaluations, and to conduct related activities concerning the effective utilization of the SF Career Service personnel resources. 25X1A

2. It is the policy of the Agency that promotion of all employees be based upon the competitive evaluation of their performance, qualifications, length of service, and value to the Agency. The SF Evaluation Panel was established to assist the SF Career Service Board in the implementation of this policy for SF Careerists. The Panel consists of a chairman, six members and a secretary. The Executive Officer, Office of Finance, will serve as the permanent chairman of the panel, three members will be selected from among the Chiefs or Deputies of Office of Finance components, and three members will be selected from among the senior SF Officers assigned to other components of the Agency. All members will be rotated periodically.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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The panel will meet at the call of the Chairman to competitively evaluate SF Career employees in grades GS-10 through GS-13 in accordance with criteria approved by the SF Career Service Board. The competitive evaluation lists will be submitted to the SF Career Service Board for approval.

3. The composition of the SF Career Service Board and of the SF Evaluation Panel, and the provision for rotation of certain members, is designed to obtain as wide a representation as practical of senior SF personnel who have first-hand knowledge of the performance and capabilities of the SF Careerists being evaluated and considered for reassignment and promotion, together with the knowledge of the various finance skills required in the positions to be filled by SF Careerists.

4. In accordance with [REDACTED], the SF Evaluation Panel will use the following schedule for the annual competitive evaluation of personnel in grades GS-10 through GS-13:

Grades

Scheduled Evaluation  
and Promotion Period

GS-10 through GS-11

January through March

GS-12 through GS-13

April through June

The SF Career Service Board will meet at least quarterly. GS-14 and GS-15 SF Careerists will be competitively evaluated by the SF Career Service Board during the month of July.

5. In order to delegate a measure of responsibility for career management to selected mid-level SF Career supervisors, a Junior Professional Panel is established. The panel will be composed of three finance supervisory personnel at the grade level of GS-13 or above, permanently chaired by the Executive Officer, Office of Finance. The membership of this panel will be made up of finance officers assigned to components of the Office of Finance as well as finance officers assigned to other components of the Agency. Since the three members will be rotated periodically, the balance of representation from within the Office of Finance and from other components of the Agency will vary from time to time. The panel will be convened at least annually, in the fall. The function of the Junior Professional Panel is to insure that the development and promotion progression of all SF Junior Professional personnel at grades GS-07 through GS-09 are reviewed

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to identify those individuals deserving of advancement, specialized training and consideration for key assignments. The competitive evaluation lists and recommendations of the Junior Panel will be submitted to the SF Career Service Board for approval.

6. Final authority in all SF personnel actions rests with the Head, SF Career Service.

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Thomas B. Yale  
Acting Director of Finance

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